

Time Management Tips

It's 10 P.M.—Do You Know Where Your Homework Is?

Does it seem like there's never enough time in the day to get everything done? Feel like you're always running late? Here are some tips for taking control of your time and organizing your life.

1. Make a "To Do" List Every Day.

Put things that are most important at the top and do them first. If it's easier, use a planner to track all of your tasks. And don't forget to reward yourself for your accomplishments.

2. Use Spare Minutes Wisely.

Get some reading done on the bus ride home from school, for example, and you'll kill two birds with one stone.

3. It's Okay to Say "No."

If your boss asks you to work on a Thursday night and you have a final exam the next morning, realize that it's okay to say no. Keep your short- and long-term priorities in mind.

4. Find the Right Time.

You'll work more efficiently if you figure out when you do your best work. For example, if your brain handles math better in the afternoon, don't wait to do it until late at night.

5. Review Your Notes Every Day.

You'll reinforce what you've learned, so you need less time to study. You'll also be ready if your teacher calls on you or gives a pop quiz.

6. Get a Good Night's Sleep.

Running on empty makes the day seem longer and your tasks seem more difficult.

7. Communicate Your Schedule to Others.

If phone calls are proving to be a distraction, tell your friends that you take social calls from 7-8 p.m. It may sound silly, but it helps.

8. Become a Taskmaster.

Figure out how much free time you have each week. Give yourself a time budget and plan your activities accordingly.

9. Don't Waste Time Agonizing.

Have you ever wasted an entire evening by worrying about something that you're supposed to be doing? Was it worth it? Instead of agonizing and procrastinating, just do it.

10. Keep Things in Perspective.

Setting goals that are unrealistic sets you up for failure. While it's good to set high goals for yourself, be sure not to overdo it. Set goals that are difficult yet reachable.

Consider these tips, but personalize your habits so that they suit you. If you set priorities that fit your lifestyle, you'll have a better chance of achieving your goals.

More Time Management & Study Tips

Keep all your homework notes and supplies in once place. There is nothing that wastes more time than having to look all over for something as simple as a calculator or graphing paper. For every item that you misplace by not keeping it in the exact same spot every time, you'll lose 10 minutes at the least.

Make it a standard practice to **study in a place that is physically comfortable** for you. Don't make it too comfortable though, you just might doze off. Check the lighting and get relaxed so you can concentrate.

Keep your study area in the same place every day. Find the best place for you to study and stick with it. Finding that quiet study area will help you find a routine and feel more at ease while studying.

For assignments such as term papers or science projects **begin the day it is assigned.** Teachers have little patience with late projects especially if you've been given the assignment early on.

Schedule each homework session by blocking off your time for each subject at **30 minute intervals**, even if it's just to review notes.

Do your studying or assignments for the **more difficult classes first.** Your mind is fresh, and it won't mentally take as much out of you as it would later. You'll retain what you have learned too.

Don't try to study with the TV blaring, and a half dozen people trying to talk to you, or being loud. You won't retain anything because **it's just too distracting.** Some people do find it helpful to play soft music in the background. For some it has the affect of relaxing and stimulating the mind.

Before you begin to study take a few moments, and **review your previous notes.** In fact that's a good policy to do everyday even if you don't have an assignment. It helps you refocus what you learned and what you're about to study. In a written assignment take a few moments and reference pages on any notes from class.

Skip doing all cram sessions the night before a test. **Panic always sets in** along with exhaustion and anything you did learn, or thought you had learned, is soon forgotten the next day.

When you study, use your time wisely by **finding a study partner** that is just as committed as you are. This study partner may be able to offer different ways to study that you might not have thought about.

By learning these time management skills now you'll be able to breeze through high school, and more importantly you'll learn good skills of time management for college and your working career. Believe it or not it's much easier to learn how to manage your time wisely now, than learning it later in life. Just as important as the learning process is the acceptance process. It's often emotionally hard to accept the fact that you're approaching adulthood, and it's normal to think I wish it didn't come so soon. Also, we all procrastinate on things, and it's easy to see why you would. After all you're still in high school, so why not? Today life is a hurried game, and the quicker you understand that the better off you'll be. Of course there are ways to cut back on cramming in too much, not only for your academic life, but for your personal life too. Learning to balance all aspects of your life, from study, work, and personal time is the key to success in high school and for the rest of your life.